Data Element Name	Data Element Format	Start Position	End Position	Element Description	Optional Mandated O/M	Values	Customer Data Element Name
SSNO	N9	1	9	A unique nine digit number assigned by Social Security Administration.	M	Employee SSNO	
AGENCY	A2	10	11	The first level of the organizational structure codes used to identify the agency as defined by the National Finance Center.	M	For a list of valid values, see TMGT, table 023, Agency/Bureau.	
FILLER	A5	12	16	Unused field.	M	SPACES	
PREF-EVAL-PATTERN/LEVEL-1	A2	17	18	The specific (pattern) summary levels which can be assigned to a rating of record under an appraisal program.	O	Pattern Level A 1,3 B 1,3,5 C 1,3,4 D 1,2,3 E 1,3,4,5 F 1,2,3,4 G 1,2,3,4 H 1,2,3,4,5 Z The first position is the pattern, values A through H or blank. The second position is the level, values 1 through 5 or Z. Positions 17-24 Are linked together Default = spaces Send from oldest to newest	
DATE-PERF-EVAL-ANNIV-1	A6	19	24	The anniversary date of the performance appraisal.	O	Standard date edits. MMDDYY format.	
FILLER	A5	25	29	Unused field.	O	Spaces	

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DATE-NON-PAY-NTE-	A6	30	35	The date non-pay status expires.	M	Standard date edits. MMDDYY format. N/A leave blank	
MERIT-PAY-COMP-SALARY	N8	36	43	The salary for those merit pay employees that exceeds the rate payable for level V of the Executive Schedule pay plan.	M	Eight position numeric field. Comments: Salary is computed based on employee's performance appraisal. Base contract salary will be the same as level V. N/A = zeros	
SES-PERF-SCALE	A2	44	45	The Senior Executive Service performance rating.	M	**CODE DESCRIPTION** 10-50 A numeric rating. These codes must be entered through the 770 document. P Presumptive FS Fully Satisfactory U Unsatisfactory	
ADMINISTRATIVE-LV-USED-YTD	N5	46	50	The amount of official leave hours used during the current leave year.	M IRIS138	Signed five-position numeric field. Comments: Hours and quarter hours must be entered. 117 ¼ hours = 11725 80 ½ hours = 08050 125 ¾ hours = 12575	
COMP-LV-TOTAL-CURRENT-BAL	N6	51	56	The hours compensatory leave to the credit of the employee as of the current pay period of the current leave year.	M	Six position numeric field. Comments: Hours and quarter hours must be entered. 12 ½ hours = 001250 This balance must equal the computation from fields in positions 57-74 = COMP-LV-PRIOR-YR-BAL + COMP-LV-EARNED-YTD – COMP-LV-USED-YTD	

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COMP-LV-EARNED-YTD	N6	57	62	The total amount of compensatory leave earned during the current leave year.	M	Signed six-position numeric field. Comments: Hours and quarter hours must be entered. 50 ¾ hours = 005075 hours. Total should = Regular-Comp-Lv-Earned-Hrs + Travel-Comp-Lv-Earned-Hrs.	
COMP-LV-USED-YTD	N6	63	68	The total amount of compensatory leave used during the current leave year.	M	Signed six-position numeric field. Hours and quarter hours must be entered. 65 ¼ hours = 006525 hours.	
COMP-LV-PRIOR-YR-BAL	N6	69	74	The numbers of compensatory leave hours that were carried over from the prior year.	M	Signed six-position numeric field. Comments: Used to pay prior year comp leave. Hours and quarter hours must be entered. 125 hours = 012500 105 ½ hours = 010550	
AWOP-TOWARD-LEAVE-CREDITS	N5	75	79	The total amount of hours of absence without pay that occurred during the leave year.	M	Signed five-position numeric field. Hours and quarter hours must be entered. 70 ½ hours = 07050 hours	
AWOP-CONSECUTIVE-DAY-CNTR	N2	80	81	The total number of consecutive calendar days of absence without pay occurring since the employee received a career-conditional appointment.	M	Signed two-position numeric field.	

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| SAV-GR-PAY-PLAN | A2 | 82 | 83 | Identifies the pay plan the employee will retain during the period of grade retention. | M | To view valid values, see TMGT, Table 025, AD-350 Personnel Block and Descriptions. Comments: Complete this field if the pay plan currently recorded on the employee's data base salary record is not the pay plan that the employee will retain during grade retention.

Positions 82-83,84-89,90-93, 94-95 and 96-97 work together | |
|---|---|---|---|---|---|---|---|
| DATE-RETAIN-RATE-EXPIR | N6 | 84 | 89 | The date on which the employee's entitlement to the retained rate will terminate. | M | Standard date edits. MMDDYY format. | |
| SAV-GR-OCC-SERIES | N4 | 90 | 93 | The occupational series code for the grade the employee will retain during the period of grade retention. | M | For a list of valid values, see TMGT, Table 018 (Occupational Series Alpha Descriptions) Comments: Complete this field if the occupational series recorded on the employee's data base salary record is not the occupational series that the employee will retain during grade retention. | |
| SAV-GR-GRADE | N2 | 94 | 95 | The grade the employee will retain during the period of grade retention. | M | Two position numeric field. | |
| SAV-GR-OCC-SER-FUN-CODE | N2 | 96 | 97 | The functional code of the occupational series the employee will retain during grade retention. | M | Two position numeric field. Comments: Complete this field if the grade recorded on the employee's database salary record is not the grade that the employee will retain during grade retention. | |
| ANNUAL-LV-ACCRUED-SES | N3 | 98 | 100 | The hours of annual leave accrued by a Senior Executive Service employee in a | M | Three position signed numeric field. | . |

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				leave year.		Comments: Must be present for all SES employees.	
ANNUAL-LV-PT-CARRYOVER	N4	101	104	The number of annual leave carryover hours accrued by a part-time employee.	M	Four position signed numeric field.	
SICK-LV-PT-CARRYOVER-HOURS	N4	105	108	The number of sick leave carryover hours accrued by a part-time employee.	M	Four position signed numeric field.	
CURRENT-EMPLOYMENT-STATUS	N1	109	109	The current employment status of the employee.	M	Valid Values are: 0 = Active 1 = Military Furlough 2 = LWOP(Excess 30 Days) 3 = Furlough (RIF) 4 = Furlough (Seasonal) 5 = Suspension 6 = Furlough-Intergovernmental Personnel Act (IPA) 7 = OWCP-LWOP 8 = LWOP Pending Approval of Disability Retirement Application	
SHORE-LV-CARRYOVER-BAL	N6	110	115	The hours of shore leave carried forward from the previous year.	M	Six position signed numeric field.	
SHORE-LV-CURRENT-BAL	N6	116	121	The hours of shore leave available as of the current pay period.	M	Six position signed numeric field.	
SHORE-LV-USED-YTD	N6	122	127	The total amount of shore leave used during the current year.	M	Six position signed numeric field.	
SHORE-LV-ACCRUALS-YTD	N3	128	130	The amount of shore leave hours accrued during the current leave year.	M	Three position signed numeric field.	
HOME-LV-CARRYOVER-BAL	N6	131	136	The amount of home leave carried forward from the previous year.	M	Six position signed numeric field.	
HOME-LV-CURRENT-BAL	N6	137	142	The hours of home leave available as of the current pay period.	M	Six position signed numeric field.	
HOME-LV-USED-YTD	N6	143	148	The hours of home leave available as of the current pay period.	M	Six position signed numeric field.	
HOME-LV-ACCRUALS-YTD	N3	149	151	The amount of home leave hours accrued during the current leave year.	M	Three position signed numeric field.	

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CREDIT-HRS-CURRENT-BAL	N5	152	156	The current credit hours balance.	M	Five position signed numeric field.	
PAY-RATE-DETERMINANT-CODE	A1	157	157	Identifies whether the employee is receiving a rate of pay other than the regular rate for the position, and, if so, to identify the legal and/or regulatory basis thereof.	M	For a list of valid values, see the OPM Guide to Personnel Data Standards.	
LAW-BAR-MEMBERSHIP-CODE	N1	158	158	Indicates if an individual has a law degree and is a member of the bar.	M	Valid values are: 0 = N/A 1 = Has a Law Degree 2 = Has a Law Degree and is a Member of the Bar.	
BAR-MEMBERSHIP-STATE-CODE	A2	159	160	The state in which the individual is a member of the bar.	M		
DATE-AGENCY-EOD	N6	161	166	The date entered on duty for the current Bureau/Agency.	M	Standard date edits. MMDDYY format.	
DATE-DETL-EXPIR	N6	167	172	The expiration date of the detailed assignment.	M	Standard date edits. MMDDYY format. Default value is spaces. Fields 167-202 are associated	
DATE-PROMOTION-NTE	N6	173	178	The not-to-exceed date of the temporary promotion.	M	Standard date edits. MMDDYY format.	
PMSO-DEPT	A2	179	180	The department code associated with the position.	M	Two position alphanumeric field.	
PMSO-AGCY	A2	181	182	The agency code associated with the position.	M	Two position alphanumeric field.	
PMSO-SON	N4	183	186	The personnel office identifier associated with the position.	M	Four position numeric field.	
MASTER-RECORD-NUMBER	A6	187	192	A number assigned by the agency to identify the master record that is connected to like individual positions.	M	Six position alphanumeric field.	
GRADE	N2	193	194	The grade as provided under the pay plan for the position.	M	Two position numeric field.	
POSITION-NUMBER	A8	195	202	Agency assigned number that identifies the position occupied.	M	Eight position alphanumeric field.	

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PERF-EVAL-PATTERN/LEVEL-2	A2	203	204	A summary rating calculated by using a decision table.	O	Pattern Level A 1,3 B 1,3,5 C 1,3,4 D 1,2,3 E 1,3,4,5 F 1,2,3,5 G 1,2,3,4 H 1,2,3,4,5 Z	
DATE-PERF-EVAL-ANNIV-2	N6	205	210	The anniversary date of the performance appraisal.	O	Standard date edits. MMDDYY format.	
PREF-EVAL-PATTERN/LEVEL-3	A2	211	212	The specific (pattern) summary level which can be assigned to a rating of record under an appraisal program.	O	Pattern Level A 1,3 B 1,3,5 C 1,3,4 D 1,2,3 E 1,3,4,5 F 1,2,3,5 G 1,2,3,4 H 1,2,3,4,5 Z The first position is the pattern, values A through H or space. The second position is the level, values 1 through 5.	
DATE-PREF-EVAL-ANNIV-3	N6	213	218	The anniversary date of the performance appraisal.	O	Standard date edits. MMDDYY format.	
INJURY-LEAVE-OFEC	N6	219	224	The number of injury leave hours user during the current leave year.	M	Six position signed numeric field.	
BASE-PAY-YTD	N8	225	232	The cumulative base pay for the calendar year.	M	Eight position signed numeric field.	
GROSS-PAY-YTD	N8	233	240	The monetary amount of gross pay accumulated for the calendar year.	M	Eight position signed numeric field.	
SUPVY-PERCENT	N2	241	242	A supervisory differential for GS supervisors who supervise higher paid employees in other pay systems.	M	Two position decimal numeric field.	

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RETENTION-PERCENT	N2	243	244	An allowance offered to an essential full-time or part-time employee as an incentive to retain employment. The allowance is up to 25% of an employee's base pay.	M	Two position decimal numeric field.	
MILITARY-LV-HOURS-YTD-REG	N6	245	250	Hours of Regular Military Leave used during the fiscal year. Typically limited to 240 hrs (with carryover) in a fiscal year. Reset to zero as of the end fiscal year.		Six position signed numeric field. S 9(04) v 9(02)	
MILITARY-LV-HRS-YTD-EMERG	N6	251	256	Summary of hours of Emergency Military leave used during the calendar year. Reset to zero as of the end of the calendar year.		Six position signed numeric field. S 9(04) v 9(02)	
MILITARY-LEAVE-CARRYOVER	N6	257	262	The number of hours of military leave carried over from the prior fiscal year to the current. Can be used in the current fiscal year.		Six position signed numeric field. S 9(03) v 9(03)	
LV-USED-RELIG-OBSER-YTD	N5	263	267	Leave used for Religious observance YTD. Compensatory time granted for Religious Observance. Such time may be advanced to the employee or may be charged to current comp leave balance.		Five position signed numeric field. S 9(03) v 9(02)	
COMP-LV-BAL-REL-OBSER	N6	268	273	An Employee's Comp Leave balance for Religious Leave. Note: If leave balance negative this represents the amount of leave to be repaid. If leave balance is positive this represents the amount of leave earned for future use.		Six position signed numeric field. S 9(04) v 9(02) e.g. –0004.00 hours used to be paid back. +0004.00 hours earned for future use.	
REGULAR-COMP-LV-EARNED-HOURS	N5	274	278	The hours of compensatory leave to the credit of the employee as of the current pay period of the current year.		Five position signed numeric field. S 9(03) v 9(02)	
TRAVEL-COMP-LV-EARNED-HOURS	N5	279	283	The hours of **Travel Comp** leave to the credit of employee as of the current pay period of the current leave year.		Five position signed numeric field. S 9(03) v 9(02)	

Notes: This data must be updated to the NFC P/P database prior to running the first PAYE process for implementation.
**   If an employee does not receive a performance evaluation, please leave the field blank. The default value for any field on this file is**
**   spaces.**

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